

# Outlook 2000 – Delayed Sending of Messages and Setting Messages to Expire

## ***Delayed Sending***

Sometimes when you compose a message, you don't want to send it immediately. Perhaps you've sent a request with a due date to one of your colleagues and want to create a reminder that you will send later. Perhaps you've set up a meeting far in advance and want to create a reminder that you want sent the day before the meeting.

Outlook allows you to specify the time a message is sent.

**Note:** This feature works only for mail going through an Exchange Server. Although you can't use formal delayed sending for Internet mail, you can write a message, put it in the Drafts folder, and then set an alarm to remind you to send it.

For all mail except Internet mail, you specify delayed sending and the delay time in the Message Options dialog box. See Figure 1 below.

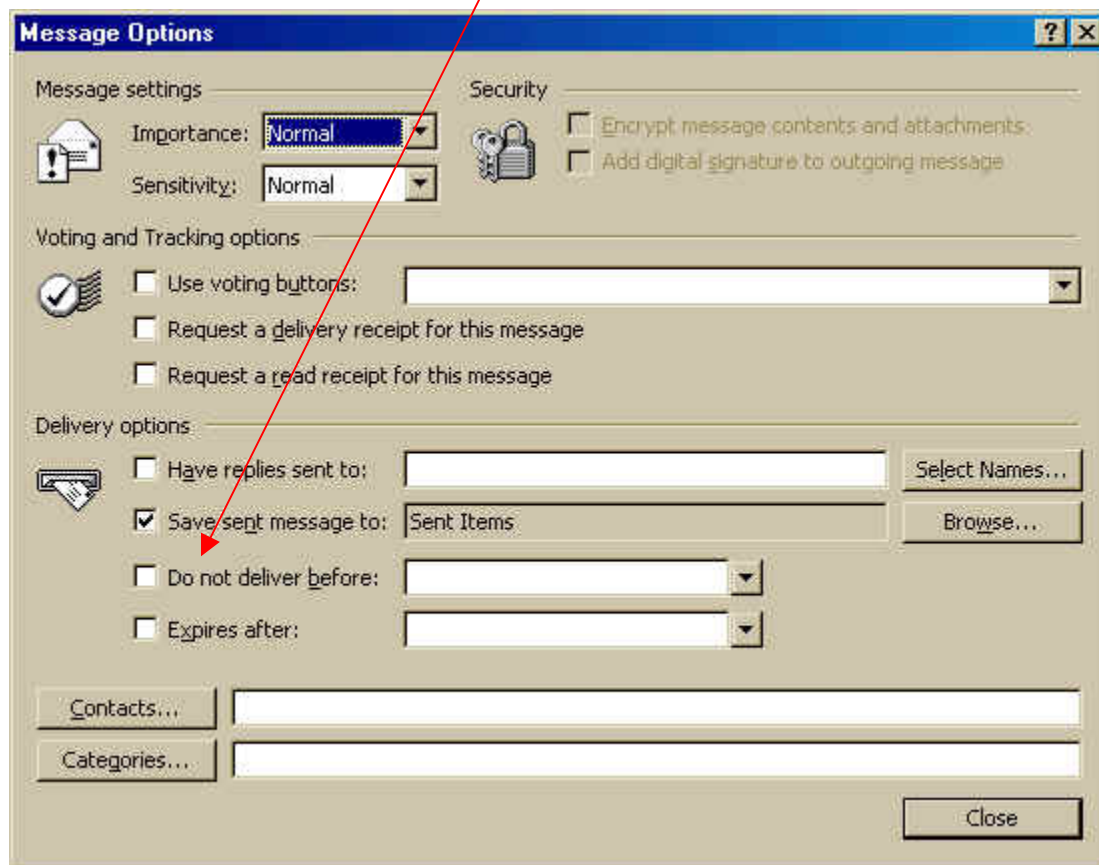


Figure 1

To display this dialog box while creating a message, click the Options button as shown in Figure 2 on the toolbar (or choose View | Options from the menu).



Figure 2

Check the box that says Do Not Deliver Before and fill in a date and time (see Figure 1). The down arrow pops up a calendar from which you can choose a date. The time is then filled in as 5 PM, but you can change the time. Finally select the Close button.

### ***Setting Messages to Expire***

There may be times when you send a message that contains a time-sensitive item or deadline or whose contents become meaningless after a certain time or date. You can set that message to expire on or after that time or date; thereby, removing it from the post office and anyone's mailbox you sent it to. You set this feature in the same dialog box as Delayed Sending (see Figure 1). Under the Do Not Deliver Before check box is an Expires After check box. Check the box and enter the date and time you want the message to expire. Finally select the Close button.

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